



AUSTRALIAN
SCHOOL OF
PERFORMING ARTS

Arts Admin Assistants

2 entry level positions available, no experience required
Full training provided in a fun-filled learning-centred and encouraging environment

The Australian Girls Choir (AGC) is Australia's leading performing arts organisation for girls. We have more than 5,500 choristers training in six Australian cities and are looking for two administration assistants to join our team in our Melbourne Head Office. The successful applicant will be confident, engaging and positive with warm interpersonal skills and a 'can do' attitude. You will have a bright phone manner, good attention to detail and a high level of organisation. We'll show you the rest!

About the opportunity:

- Connecting with prospective and enrolled families enquiring about AGC classes, events and programs, you have a central role as the voice of ASPA. As a first point of contact, you ensure a high level of customer service and professionalism while handling a large volume of incoming and outgoing emails and calls.
- Assisting with enrolment and event communication for our 5,500 plus Australian Girls Choir families, including some data entry, you manage your time well and enjoy being organised. Tight deadlines, multi-tasking and a fast-paced and ever-changing environment don't faze you.
- When you're not working on data entry and communication you will complete a variety of little tasks that add up to providing a great level of team support. Collecting the mail, stock-taking the choir t-shirts and loading the dishwasher are all examples of the kind of tasks our Admin Assistants will undertake.
- Your knowledge of our offerings will grow quickly. In order to provide accurate information to clients you'll need to understand the choir well. This is something we love teaching new team members. The Australian Girls Choir admin team operate in a fast-paced and ever-changing environment; we work hard but have fun too.

The position is full-time in our Kew East office with hours based on Monday to Friday 9.00am to 5.00pm. Some flexibility will be possible.

Requisite skills:

- Excellent communication; you enjoy people!
- Demonstrated enjoyment of getting involved in (big and) small tasks
- Ability to thrive in a fast-paced environment; remaining flexible, calm and focussed under pressure
- A flexible 'can-do' attitude and team-oriented approach
- Exposure to the Performing Arts industry is desirable
- Valid Working with Children's Check is essential and driver's license is preferable

About ASPA – an Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, with a shared interest in the performing arts
- We value the **individual growth** and contribution of our staff members; we have many long-standing employees
- We provide **mentoring and ongoing learning and development** opportunities because we know that people (you!) are the drivers of our success. We aim to connect, inspire and support every staff member.
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for people with the skills and experience to fulfill the role requirements but also who share our values – respect, integrity, collaboration, innovation and excellence. If you're interested in working with us, please send your one page cover letter and resume in one document addressed to Kylie Lee-Archer. Applications close 9am Monday December 13. Phone interviews to take place before Christmas, face-to-face interviews in the New Year.